

CM/ECF Newsletter



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Account Maintenance

The CM-ECF Support Team provides a help line to assist electronic filers in the Western District of Washington. This service is available Monday through Friday from 8am to 5pm. We can help filers with online "events" and answer questions regarding formatting documents, training, etc.

To contact us, call:

ECF Helpdesk
1-866-323-9293 (Toll Free)
or
1-206-370-8440 (WA Local)

Training Classes

In the Seattle Courthouse:
700 Stewart Street, Seattle

Date: July 12th 1pm – 3pm
July 30th 10am – 12pm
Aug 23rd 1pm – 3pm

In the Tacoma Courthouse:
1717 Pacific Avenue, Tacoma

Classes arranged on request

The Pro Hac Vice Process Just Got Easier

E-Filers can now use ECF to request out-of-state attorney admittance to practice Pro Hac Vice. Our Pro Hac Vice process has been streamlined to expedite the admittance process. Once the Pro Hac Vice application and the ECF

Unless stated otherwise, you can file your pleading up until 11:59pm to be considered filed on the same business day.

Registration form have been completed and converted to a PDF Document, you can electronically file using the new event, "**Application for leave to appear Pro Hac Vice**", located under "**Other Documents**". You will be asked to pay the \$75 fee with a credit card (see next article). E-Filers choosing not to pay by credit card are required to mail in the application and registration form. **Upon approval** of the application an **order will be issued**. The Pro Hac Vice attorney will receive an email containing an ECF Login and Password. Once in receipt of the login and password they will be able to electronically file.

Pay Your Fees with PAY.GOV.

What is Pay.gov? Pay.gov is a **secure electronic method** of making payments to Federal Government Agencies. These electronic payments can be made directly from your bank account or by credit/debit card.

Currently, electronic filers can use pay.gov to **pay the Appeal Filing Fee** and the **Pro Hac Vice application**.

Pay.gov is quickly becoming a **popular method of payment** with Federal Government Agencies. This favorable momentum could potentially lead to pay.gov becoming the standard method of electronic payment. You should check it out. For more information go to the Pay.gov website at www.pay.gov.

Questions & Answers

Q. Is it possible to receive email notifications from cases I'm not associated?

- A. If you have an ECF account it is possible to receive email notifications of docket activity in cases other than your own. All you need to do is add additional cases to your email account. If you select Utilities and then select Maintain Your E-Mail, you will see your email address. To the far right of your email address you'll see a drop down menu titled 'Additional Options'. Select Additional Cases. Another drop down will appear below your email address. Select 'Add'. You will now have the opportunity to add specific cases by their Cause Number. Remember to select 'Submit' when you have finished adding cases. That's all there is to it.

Q. How do ECF and PACER fit together?

- A. An ECF account is unique to each attorney and is required **to file** documents electronically A PACER (Public Access to Court Electronic Records) account can be shared (by billing address) and is required **to retrieve** documents from any of the federal courts with e-filing systems and documents available through the Web. Each account will have a login and password. You do need to have both, and they must be different.

TIPS & TRICKS

Maintain Your ECF Account

The ECF Helpdesk receives many calls requesting changes to ECF Accounts. Did you know that most of your account information can be changed yourself? It's very easy. All you need to do is log into ECF and – at the top of the screen, on the blue menu bar – select UTILITIES. On the Utilities page you will see account maintenance links, such as: Maintain Your Address, Maintain your E-Mail, Maintain Your Login/Password, as well as many other options.

When you make a change to your address and/or your email address, you can opt to update the information on all of your case dockets or select particular cases to update.

Some filers will notice that they do not have the ability to change their firm's mailing address. This is because the firm address was populated from the Court's database and can't be altered. If you don't have the ability to edit your address then you will need to file a Notice of Address Change so that the clerks office can make the needed modification to your account.

By making these changes yourself, you can ensure that your account is up-to-date and that you are receiving notification of e-filings.

Utilities

Your Account

- [Maintain Your Account](#)
- [Maintain Your Address](#)
- [ECF Login](#)
- [Maintain Your E-Mail](#)
- [Maintain Your Login/Password](#)
- [Change Client Code](#)
- [Review Billing History](#)
- [Change Your PACER Login](#)
- [View Your Transaction Log](#)
- [Show PACER Account](#)

Internet Payments

- [Internet Payment History](#)

Miscellaneous

- [Legal Research ...](#)
- [Mailings...](#)
- [Verify a Document](#)
- [Court Information](#)

Maintain User Account

Last name	<input type="text" value="Attorney"/>	First name	<input type="text" value="Joe"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Gender	<input type="text" value=""/>	ATY Type	<input type="text" value=""/>
Title	<input type="text"/>		
Bar number	<input type="text" value="12345"/>	Type aty	<input type="text"/>
Prisoner id	<input type="text"/>		
Office	<input type="text" value="Firm & Firm LLC."/>		
Unit	<input type="text"/>		
Address 1	<input type="text" value="1 Main St"/>		
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City	<input type="text" value="Seattle"/>	State	<input type="text" value="WA"/>
Country	<input type="text" value="US"/>	Zip	<input type="text" value="98101"/>
County	<input type="text" value=""/>		
Phone	<input type="text"/>	Fax	<input type="text"/>
Initials	<input type="text"/>	DOB	<input type="text"/>
AO code	<input type="text"/>		
End date	<input type="text"/>		
Civil ref style	<input type="text" value=""/>	Criminal ref style	<input type="text" value=""/>
Date sworn	<input type="text"/>	Status	<input type="text" value=""/>
<input type="button" value="Email information..."/>		<input type="button" value="More user information..."/>	
<input type="button" value="Submit"/>		<input type="button" value="Clear"/>	